



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



JOB OPPORTUNITY
OFFICE OF STUDENT SUPPORTS AND ORGANIZATIONAL EFFECTIVENESS
BUREAU OF SPECIAL EDUCATION

ASSOCIATE EDUCATION CONSULTANT
EDUCATION CONSULTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:30 a.m. – 4:30 p.m.

Job Posting # 62404 – File #857

Salary Range: Associate Education Consultant - \$86,881 - \$111,662
Education Consultant - \$94,214 - \$120,360

Closing Date: February 3, 2015

*New hires to state employment start at the minimum of the above salary range.

The Connecticut State Department of Education (CSDE) is recruiting for an Associate Education Consultant/Education Consultant position in the Office of Student Supports and Organizational Effectiveness, Bureau of Special Education. *The selected candidate's credentials will determine the job classification.*

General Statement of Duties:

An opportunity for an instructional leader to provide leadership and technical assistance in the area of special education for Connecticut's public schools. A key responsibility will include to serve in the Due Process Unit of the Bureau of Special Education with an emphasis on the legal matters associated with the state's role in assuring a free and appropriate public education in the least restrictive environment for students with disabilities.

Example of Duties:

- Assist in the management and coordination of the special education due process hearing system;
- Provide training and technical assistance to a variety of stakeholders on the requirements of the Individuals with Disabilities Education Improvement Act (IDEA), other federal laws and the state statutes and regulations concerning the provision of special education;
- Develop, review, revise and comment on circular letters, policy memos, regulations, statutes, guidelines and other documents for the CSDE, and other state agencies impacting the provision of special education to eligible children to remain in compliance with the IDEA; other federal requirements that impact education and eligible for federal financial assistance;

- Represent the CSDE at the request of the Commissioner on various interagency committees;
- Prepare and submit the IDEA Part B Application for federal financial assistance and serve as contact for the Office of Special Education Programs on the Part B Application;
- Assist the Office of the Attorney General in appeals of hearing officer decisions and other claims made against the state;
- Provide training and regular information to CSDE personnel on IDEA and other legislative matters relating to the education of children with disabilities;
- Manage and coordinate the destruction of bureau records in accordance with the State Record Retention Schedule;
- Program monitoring of state and federal law and regulation, preparation of state and federal reports, and grant management;
- Mediation and complaint investigation; and
- Other duties as required by the Chief, Bureau of Special Education. and/or other appropriate manager within the CSDE.

Qualification:

Knowledge, Skill and Ability:

Specific knowledge of special education law including that related to complaint resolution; knowledge, skill and ability in reading, researching and crafting legislation; knowledge of the philosophy and methods of education, with particular reference to the least restrictive environment provisions under IDEA 2004; familiarity with national trends and other state practices related to student support services; knowledge of public school systems and knowledge of special education programs both public and private; knowledge of services and support for students with disabilities, knowledge of research-based practices and processes for creating access to the general education curriculum for students with disabilities; skill in report writing and grantsmanship; ability to contribute to small group meetings and individual discussions through interpersonal skills and professional knowledge; and ability to develop and maintain cooperative working relationships.

Minimum Experience and Training Required:

Associate Education Consultant: An earned advanced degree and five (5) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Education Consultant: An earned advanced degree and eight (8) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Preferred Education, Experience and Training:

- An advanced degree in the field of special education or law with concentration and experience in the education of students with disabilities in the least restrictive environment;
- Ten years professional experience, either: 1.) serving as an attorney within a legal practice; or 2.) serving as a regular or special education teacher or administrator; and
- Demonstrated skills in oral and written communication, decision-making, and delivering presentations.

Candidates should indicate a record of successive advancements and serving in leadership positions. Candidates should demonstrate expertise in the delivery of professional development; experience in evaluation of program effectiveness; and the ability to communicate and work cooperatively with family members of students with

disabilities, persons in the Department, within other agencies or community organizations, and in the field concerning relevant and quality educational programs for special education children.

Application Instructions:

Interested candidates should reference announcement #857, submit a letter of application and resume with details of experience and training, three pertinent professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Ms. Lystra Julien, State Department of Education, 165 Capitol Avenue, Room 359, Hartford, CT 06106. Tel. # (860) 713-6912. All required documents must be submitted to be considered for interview.**

Please note: Applications will be accepted via U.S. mail or hand delivered only.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2071, Levy.Gillespie@ct.gov.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#857
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